

# lowAccess Project Leads • Meeting Summary

August 19, 1997 • 9:30 am - 11:30 am

*US Department of Veterans Affairs • Room 975 • Des Moines*

US General Services Administration, Washington DC

Indian Hills Community College, Ottumwa

## Project Team Leads Attending

Jim Youngblood, Steering Committee Chair

Norman Baker, Project 1

Linda Plazak, Project 1

Pam Johnson, Project 2& 3

Darlas Shockley, Project 4

Ron Amosson, Project 5

Irene Hardisty, Project 6

Bruce Ray, Project 6

Roger Halvorson, Project 7

Leon Schwartz, Project 7 & 10

David Plazak, Project 8

Wayne Cooper, Project 9

Renny Dohse, Project 9

Elizabeth Henderson, Project 11

Stan Kuhn, Project 11

Terry Hoil (for Paul Wieck), Project 12

Deb Westvold, Project 14

## lowAccess Team

Amy Campbell, SPPG

Jim Day, ITS

Joe Shannahan, SPPG

Tori Squires, SPPG

## Guests

Mark Bequeiath, Selzer and Company

Ann Selzer, Selzer and Company

## **Introductions**

Jim Youngblood opened the meeting and asked for new co-leads to introduce themselves. Youngblood noted Rep. Steve Falck (a Democrat from Stanley that serves on the legislative Oversight Committee) and Sen. Bob Dvorsky (a Democrat from Coralville that serves on the legislative Oversight Committee) have joined the Steering Committee. Youngblood also noted that Mark Laurenzo, co-chair of Project 7, has resigned his position from IDEED and also his chairmanship of Project 7. Leon Schwartz of IDEED has replaced him as co-chair of Project 7. Schwartz previously served as co-chair of Project 10, so a replacement for this position will be sought. Youngblood also noted that Irene Hardisty has agreed to serve as co-chair of Project 6.

## **Report on Town Meetings**

Joe Shannahan discussed the Town Meetings that were held last week in Cedar Rapids, Winterset, Storm Lake, Pella, and Mason City. He noted that while turnout for the meetings

was poor, press coverage was excellent. Shannahan stated that the following newspapers and radio stations covered the meetings and asked for information on lowAccess: Des Moines Register, Storm Lake Pilot Tribune, Mason City Globe, WHO Radio, and radio stations in Mason City and Cedar Rapids.

- *Stan Kuhn noted that IDNR has public meetings scheduled for next week and would like to share a one-pager on lowAccess at these. Campbell noted that staff will put together either a one-pager or a brochure by next week for all project leads to use.*

Linda Plazak encouraged the project leads to share information from the Town Meetings with the Project Teams. Campbell noted that the summaries of these meetings have been posted on the web page.

Campbell also noted that in the packets handed out to project leads is a copy of the List Serves for all project members. This is a list of all e-mails for the members of each project team, Steering Committee, and Citizen Council. The handout also describes how they can use the List Serve, and check on the status of the names on the list serves. Campbell noted that these are updated weekly.

### Survey Update

Dave Bequeiath of Selzer & Company handed out the results of the survey and discussed the results. He noted that 600 lowans were randomly selected for the survey, which was conducted at the end of July. The survey has a 4 percent margin of error. He noted that results were good and that lowans are willing to support this system.

Pam Johnson asked if there was additional specific information about government workers who were surveyed. It was noted that they did report higher computer skills and were more likely to support system and to use it. Johnson asked that Selzer & Company discuss this with Projects 2 & 3. This will be arranged through staff.

### August 12-13 Meetings with Kansas & WINGS

Linda Plazak discussed the Kansas and WINGS meetings held last week. She noted that the WINGS approach would best fit into lowAccess several months from now. The Kansas approach is to build the platform and donate the equipment up front. They offer premium services from places such as Departments of Transportation and the Secretary of State's office and repackage to sell to groups such as insurance agencies. This consists of approximately 10 percent of their business - and supports the other 90 percent of free services.

An information piece on four options as outlined by Project 1. Norm Baker discussed these options which included:

1. Build the network itself.
2. Put out an RFP to hire a contractor to build the network.
3. Put out an RFP for a sustainable system that meets the needs of the lowAccess projects and allows for future growth to an intergovernmental network.
4. Continue to negotiate an MOU with the US Postal Service, which allows Iowa citizens and governments to evaluate the WINGS project.

Project 1 is recommending a combination of Options 3 & 4 with principles as outlined in the handout. A prototype of a network manager RFP was distributed. Jim Day reviewed the RFP outline. Baker asked that the project leads review this prototype and make suggestions to Day or Plazak. Plazak noted that on the second page, the Project 12 requirements statement should be taken off the list. Plazak also noted that the group needs to discuss whether project RFPs should be included in this RFP or if projects should go ahead and send out their RFPs.

Schwartz noted that Project 7 is ready to send out their RFP and noted that all project timelines will probably be pushed back to accommodate the network manager RFP.

Day noted that all RFPs need to come through ITS to determine where there are commonalities and where resources can be shared.

Kuhn asked if there is a set process for sending in RFPs and getting responses back. There is a one-page RFP process that was distributed at an earlier Project Leads meeting and should be followed.

The Project 1 RFP will be out within the next two weeks. Eight - ten weeks is the estimate for completion of the RFP process.

The teams asked if the network manager RFP in any way jeopardizes the funds coming from US GSA. Plazak and Youngblood replied that this has been discussed with Henry Lai and it will not be a problem. Stan Kuhn cautioned that the Project 1 Team consider options other than the Internet to access applications.

Staff will get the final RFP for the network manager out to all project leads when it is complete, but there will be a short turn-around time to get comments to Project 1. Plazak noted that the two-week timeline for getting the Project 1 RFP out will be kept. Baker noted that all projects need to be included on deciding proposal evaluation criteria and to also review the proposals.

There was consensus that Project 1 will move forward on its RFP, and if there are elements from other projects to incorporate into it from other projects. And other projects will proceed with their RFPs. Project 1 will make sure that we have the project links

Plazak and Day asked that any suggestions on the RFP be forwarded to them as soon as possible. If you obtain all the requirements from the other projects it will be okay. Plazak stated that Project 1 wants to make sure that the RFP accommodates the items that other projects want.

### **Progress of Standards**

Plazak noted that the draft version of the lowAccess Standards has been completed.

### **Sustainability**

Youngblood discussed sustainability of each lowAccess project. He noted that he will be meeting next Wednesday with Gretchen Tegeler to discuss this issue.

- *Youngblood asked that each project lead look at their plans and estimate the funding and resources needed to sustain the project after GSA funding runs out. This information*

*will be provided to Gretchen for consideration in developing next year's budget plans. Project leads should forward this information to Amy Campbell, Linda Plazak, or Jim Youngblood by next Tuesday.*

### **Steering Committee Expectations & Project Progress**

Projects 1, 2&3, 10, and 13 have been asked to talk about their progress with the Steering Committee on Friday, August 22, at 10:45 am - 11:30 am. It was noted that projects should concentrate on completing their "needs" statement - and finalizing their plans based on the input received to date from the Steering Committee, Citizen Council, Town Meetings, and Public Survey.

#### Project 12

Terry Hoil provided the update on the project progress, and stated that the budget has been revised to reflect the correct dollar figure. Additional detail on plan steps has also been completed, as requested by the Steering Committee. On July 30, the project team updated the state identification team. The team is really waiting for the go-ahead that everything is in order to proceed with purchase orders. Plazak noted that all purchase orders should go through Harold Bowman at ICN.

#### Project 1

This update was covered earlier in the meeting.

#### Project 2 & 3

Pam Johnson stated that the team has made a great deal of progress on their plans, and has submitted revised budgets, project plans, and work plans. *The team does need to know who will sign the contracts between Kirkwood and Iowa State University.* The team did a small assessment at the State Fair and asked people to fill out questionnaire on Internet use. Sharman Smith is sending this same survey to all libraries in the state.

#### Project 4

Darlas Shockley stated that Project 4 is on schedule, and most of the elements of the timeline begin in the autumn.

#### Project 5

Ron Amosson stated that the next team meeting is scheduled on September 16, and the team will at that time address the issues brought up by the Steering Committee. A final budget has been submitted and a final work plan will be submitted soon.

#### Project 6

Bruce Ray stated that the project design has been finalized, and an RFP has been finalized and submitted to ITS for approval. Ray noted that the team plans to rely on the vendors to determine what online applications were going to be available. Youngblood questioned whether that is the most appropriate direction to take - and asked the team to consider setting those criteria for the vendor. Campbell noted that she has received calls from the Steering Committee wanting to know more specifics about on-line activities of the group and what exactly are they doing.

#### Project 7

Leon Schwartz, the new co-chair, stated that the team met last week and updated the fax on demand system.

#### Project 8

David Plazak reported that the GIS Team has two meetings set up within the next two weeks to review the coordinator position and the clearinghouse proposals. The team has gotten behind, but will catch up within next few weeks. The team has realized the need for greater GIS education, and is going to make a concerted effort on the educational piece of this project. Plazak noted that a GIS conference is planned in October, and over 300 people are expected to attend. Youngblood noted that a concern of the Steering Committee was that some funds were being used to fund a coordinator and asked if this was being addressed. Plazak noted that this is being addressed partly by ITS. This will be handed out at the Steering Committee meeting.

#### Project 9

Renny Dohse reported that Project 9 has fallen behind because of the uncertainty of their federal partnership with the IRS. The IRS has agreed to partner with the state on this project - clearing the way for the project team to begin their work. The team tried to meet in July, but could not coordinate schedules. The team will meet next Thursday and has set up regular monthly meetings for the remainder of the year.

- Norman Baker asked that staff check on the IPERS representative – Darla Long -- to make sure she is listed on the project team. She has not been receiving her mailings.

#### Project 10

Leon Schwartz reported that an RFP for someone to complete the business plan has been completed, and it is being reviewed by ITS.

#### Project 11

Stan Kuhn updated the group on what the team has done in the last month, including a business survey to ABI's Environmental Committee. The project plans have been updated.

#### Project 13

Leads were not present.

#### Project 14

Deb Westvold stated that the team is on target with their timelines, and that they have spent time fine-tuning their vendor selection criteria. The team will select pilot counties next week. After they are selected, they will join the project team. The team is also looking for contractor to write software. Currently, DHS has contract with someone to link data systems and would like to use them for this project also. Westvold noted that the primary beneficiaries of this project are cities and counties, but the consumers and people that use the mental health system will benefit from better service delivery. The system is not, however, open to the public.

Youngblood noted that some project leads should mark the Citizen Council meeting on their calendar. Carol French Johnson, the Chair of the Citizen Council, will be determining in the next week who the Council would like to have present. It is obvious from the comments received that many on the council are not familiar with or do not fully understand the projects. This meeting is scheduled for Friday, September 19.

The meeting adjourned at 11:40 pm.